
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-194

DIRECTOR OF EDUCATION, SATELLITE EPME

PROMOTABLE MSGT - SMSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 2 Nov 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4year Statutory Tour at **TEC/SRO (McGhee Tyson, TN)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: **Must be willing to cross train into the 8T000 career field. Applicants must provide a statement of understanding with the application stating he/she is willing to cross train in the 8T000 AFSC. Have an ASVAB Administrative Score of 24. Provide an AF Form 422 reflecting a PULHES of 2,2,2,2,2,1 or better (AF Form 422 must be less than one year old). Individual must submit an official full length military photograph.** This position oversees the implementation of ANG Satellite NCOA teleseminar home station instruction and coordinates individual training needs for site staff members through the one-week facilitators course. This position is responsible for analyzing and preparing curricula and providing feedback in accordance with applicable USAF and ANG instructions and directives. Additionally, this position supervises the progress of students. This position is also responsible for all instructional methodologies and faculty development in accordance with applicable instructions and directives. Advises the Commandant, Paul H. Lankford Enlisted PME Center (EPMEC) on matters relating to the development and implementation of the teleseminar and in-resident phases of the Satellite Enlisted Professional Military Education (EPME) programs which include the NCOA and ALS programs, and any other applicable new technologies and teaching methodologies. Advises the Commandant on matters pertaining to the educational progress of Satellite EPME students during the home station and in-resident phases. Provides guidance to Commanders, MPF Chiefs, Unit Training Managers and other unit representatives on the implementation of the Satellite EPME programs at the local level in accordance with published operating instructions and policies. Manages and supervises student academic programs within the home station and in-resident phases of the Satellite EPME programs including releases, and making recommendations as needed. Manages, supervises, and coordinates the teleseminar home station and in-resident instruction phases of the Satellite EPME programs, as well manages, supervises, and coordinates on site In-Residence/Graduations of Satellite EPME programs (when applicable). Prepares and oversees annual budget request for Satellite EPME programs. Schedules and coordinates all Satellite EPME programs (home station and in-residence phases, Site Facilitator and Lead Site Facilitator courses). Coordinates and conducts Staff Assistance Visits to units participating in the Satellite EPME programs. Manages, supervises, coordinates, and conducts (when feasible) on site In Service Training visits to all units participating in the Satellite EPME classes. Prepares annual leave plan. Coordinates the development and teaching of the Satellite NCOA Site Facilitator and Lead Site Facilitator training courses. Supervises and

manages the curricula development/media presentations. Supervises and manages the scripting and writing of the teleseminar lessons. Conducts research on new teaching methods and styles. Coordinates Satellite EPME programs information with all Training and Education Center Branches. Instructs in teleseminar phase as necessary, 1 way video, 2 way audio teaching techniques. Develops, plans, and evaluates Satellite EPME programs effectiveness. Recommends future direction and growth. Conducts studio tours and briefings of guests. Conducts speaking engagements as required. Recruits and recommends personnel for assignment to the Satellite EPME programs. Coordinates resource allocation needs through the Commandant. Performs other duties as required. Must meet prerequisites outlined in applicable USAF and ANG directives for award of SDI 8T000, Enlisted PME Instructor Duty. Must have graduated from an in-residence NCOA and completed Senior NCOA (SNCOA) in residence or by correspondence. Must have a minimum of three years as an enlisted PME instructor or comparable education/training experience. Should have a firm understanding of instructional, operational, budgeting, staffing, and administrative procedures with the potential to supervise NCOs through the grade of MSgt. Member must possess a SECRET clearance at a minimum.

Desirable Qualifications: A bachelor's degree or higher is desirable with a required minimum of an associate degree. Knowledge of computer systems, including local area networks, hardware and software requirements, databases, and data communication is highly desirable.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
